

Direct Loans

William D. Ford Federal Direct Loan Program

<mm/dd/yyyy>

<FirstName> <MI> <LastName>
<Street>
<City>, <State> <Zip>

Loan/Award Identification #: <MASK_ACCOUNT>

Dear <FirstName> <MI> <LastName>,

The school you or your dependent student attend(s) recently submitted information to the U.S. Department of Education indicating that you wish to borrow a Direct PLUS Loan to help pay for your or your dependent student's education. A completed Direct PLUS Loan Application and Master Promissory Note (MPN) must be submitted to us before the school can disburse (pay out) any loan money to you.

You are encouraged to complete the MPN electronically at our secure StudentLoans.gov Web site. You will need your Federal Student Aid (FSA) PIN to sign in. If you do not have an FSA PIN, you may obtain one at www.pin.ed.gov.

To complete the MPN online:

- From the StudentLoans.gov home page, click on the "Sign In" button located in the "Manage My Direct Loan" box. The Sign In page will appear.
- Once signed in, click on the "Complete MPN" link located under the "Master Promissory Note" heading on the left menu bar. The Complete MPN page will appear.
- Under the heading "Select the type of loan you would like to receive," choose "Parent PLUS," if you are a parent borrowing to pay for your dependent undergraduate student's education, or "Graduate PLUS," if you are a graduate student borrowing to pay for your own education.
- Follow the instructions to complete, sign, and submit your MPN.

If you are a parent borrower and are borrowing to pay for the education of more than one dependent undergraduate student, you must submit a separate MPN for each student.

If you prefer to complete the paper MPN, a paper copy is enclosed. To complete the enclosed MPN, follow the MPN instructions and the additional guidance below:

- Do not attempt to change any of the text.
- Use only blue or black ink. Pencil will void the MPN.
- Read your MPN, including the Borrower's Rights and Responsibilities Statement, before signing.
- Be sure to complete the "References" section and provide all of the information requested for two different people who live at different addresses.
- If you need to change any of the borrower, student or school information, neatly cross out the error, make the correction, and initial the correction. If you are a graduate student borrower, leave the student section blank.
- Sign your full legal name.
- Make a copy of your MPN, including the Borrower's Rights and Responsibilities Statement, for your records.
- Return the original signed, completed MPN to Applicant Services, using the enclosed, pre-addressed envelope, or mail it to:

U.S. Department of Education
Applicant Services
P.O. Box 5692
Montgomery, AL 36103-5692

If you are a parent borrower and are borrowing to pay for the education of more than one dependent undergraduate student, you must submit a separate MPN for each student.

Once the completed MPN is received, the school listed on the MPN will be notified. If you have questions regarding the status of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact the school's financial aid office.

After the first disbursement of your loan has been made, your loan will be assigned to a loan servicer and you will be provided with the servicer's name, address and contact information. Your servicer will service, answer questions about, and process payments on your loan after you enter repayment.

Sincerely,

U.S. Department of Education
Federal Student Aid
William D. Ford Federal Direct Loan Program